

**Connecticut General Assembly
JOB OPPORTUNITY
Executive Secretary**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF
THIS PAGE!**

Open To: The Public
Location: Hartford
Hours: Full-Time
Closing Date: September 26, 2014

General Knowledge:

Nonpartisan executive secretary position with legislative program review committee staff office of the Connecticut General Assembly. As sole administrative staff person in office of research analysts, needs to work independently, set and manage priorities, and take initiative within defined set of responsibilities. Needs to assist research staff on varied projects with quick turnaround times, and be proficient in managing website updates and social media use.

Preferred Skills and Ability:

Requires superior interpersonal, organization, and computer skills, especially using Windows Office Suite. Prior legislative experience a plus. Minimum requirement is a high school diploma, and at least four years of work experience in administrative or office management. Beginning salary is \$47,106. Successful candidate's salary commensurate with relevant experience.

Application Instructions:

Applications must include a cover letter and resume and will only be accepted if sent by U.S. mail or hand delivered to:

Selection Committee
Legislative Program Review and Investigations Committee
Legislative Office Building, Room 5100
Hartford, CT 06106

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and person